

**CITY OF BURBANK
PUBLIC WORKS FIELD SERVICES
RENTAL OF A TEMPORARY BIN
INSTRUCTIONS**

1. Bin delivery will preferably be on a Tuesday, Wednesday or Thursday. Bin delivery is usually one to three days from the date of sign-up. Due to heavy demand at times, delivery can take longer.
2. **The temporary bin will be removed after the fourth collection unless you call into Public Works Field Services Sanitation Division prior to the fourth collection to extend the agreement. The phone number is (818) 238-3800. The after-hours Refuse Hotline phone number is (818) 238-3816. Messages will be taken off the Hotline and a customer service operator will return your call and make arrangements to schedule your request.**
3. If your bin is not accessible at the edge of the drive or alley on your scheduled day, **this will still be considered one of your pickups**. Bin collection can be anytime between 7:00 a.m. and 3:00 p.m. therefore the bin must be accessible for collection by 7:00 a.m.
4. You **must** call at least one business day in advance if you need additional, unscheduled collections. **NO EXCEPTIONS.** This collection will count as one of the prepaid pick-ups. This does not take the place of your scheduled day. We will continue to collect on your scheduled pick-up day until the four (4) prepaid collections have been done.
5. The bin needs to be kept on private property. For collection, the bin needs to be as close to the street or alley as possible on a concrete or asphalt flat area. **DO NOT PLACE THE BIN IN THE STREET OR ALLEY** without lighted barricades. Lighted barricades are available for \$7.00 each per day. You can obtain lighted barricades by contacting Public Works Field Services at (818) 238-3800 located at 124 S. Lake Street.
6. When disposing of **dirt, rock, sand, and/or concrete**, **load the bin half full with the heavy material(s) and the remainder of space can be filled with** lighter materials such as lumber or household materials. Maximum load 8,000 lbs.
7. **No hazardous materials accepted in the bin.**
Acids – Oils – Gasoline – Explosives – Paint – Liquids – Batteries – Tires are designated as hazardous material.
Call Public Works Field Services at (818) 238-3800 or the Burbank Recycle Center at (818) 238-3900 for more information on this type of material disposal.
8. Always use wheel locks to hold the bin in place on sloping driveways or streets. The lids of the bin must be closed. Do not overload the bin.

Your cooperation in these matters will be greatly appreciated, and will ensure safe and efficient service. If you have any questions, please contact the Public Works Field Services Sanitation Division at (818) 238-3800. The office is located at 124 S. Lake Street, Burbank, and the office hours are 7:00 a.m. to 4:00 p.m.

I have read the above instructions and agree to follow them.

Bin Requestor's Signature

Date

Print Name

ADDRESS: _____ COLLECTION DAY: _____

MINIMUM COLLECTION RATE: _____ **FOUR (4) CONSECUTIVE COLLECTIONS**

ADDITIONAL RATE: _____ for each collection after the 4th collection

SUPERVISOR'S SIGNATURE: _____